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### **Pre-Proposal Conference Summary**

**RFP Solicitation No:** S00R7400002

**RFP Title:** Construction Management for Third-Party (Non-State Property), Multifamily Rental Housing Projects Funded by DHCD

The following is a summary of items discussed at the Pre-Proposal Conference held on August 11, 2016. This summary is intended to be a general record of the meeting and ***does not*** constitute an amendment to the RFP.

- **Introduction:** The meeting opened at 10:03 a.m. Jada Fletcher from DHCD Procurement presided and opened the floor to introductions. Twenty people attended, including two people from DHCD and 18 representatives from 15 unique vendors.
- **Overview:** Ms. Fletcher explained that the services being solicited are for construction management services. She deferred to Elaine Cornick, Director of Multifamily Programs for the Community Development Administration (CDA), to go into detail.
- **Proposal Due Date & Time and MBE/VSBE Goals:** Ms. Fletcher confirmed the proposal due date and time and the subcontractor participation goals for Minority Business Enterprises (MBEs) and Veteran-owned Small Business Enterprises (VSBEs).
- **Susceptibility for Award:** Ms. Fletcher explained that two factors can automatically render a technical proposal not reasonably susceptible of being awarded a contract: (1) not providing documentation of minimum qualifications, and (2) omitting or incorrectly completing MBE and VSBE forms. She encouraged vendors to submit any questions before the question deadline to lessen this risk. She further noted that this RFP does not have minimum qualifications for submitting a proposal.
- **Mandatory Terms & Conditions:** Ms. Fletcher called attention to Section 1.24 of the RFP and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a technical proposal being rejected.
- **Office of Fair Practices (OFP):** A representative was unable to attend. Ms. Fletcher invited vendors to contact Gordon Outlaw, Director of the Office of Fair Practices, (301) 429-7416 or [gordon.outlaw@maryland.gov](mailto:gordon.outlaw@maryland.gov) with MBE/VSBE questions regarding the required forms.
- **CDA Multifamily Programs:** Ms. Cornick expanded on the scope of work in Section 3 and opened the floor to questions.
- **Vendor Questions:** Vendors asked questions regarding the scope of work and the procurement process. Ms. Fletcher answered emailed questions and stated that all questions will be answered in a separate Q&A.
- **MBE/VSBE Presentations:** MBE and VSBE vendors who attended were invited to stand and give a brief summation of their companies' certification and capabilities. Most vendors did so.
- **Adjournment:** The meeting closed at 10:45 a.m. All vendor attendees signed in, and some left business cards. Vendors stayed for ten minutes to network.

